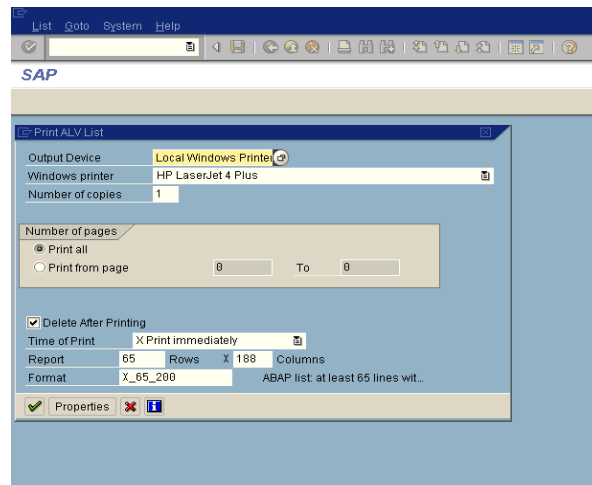




## ISIS HR VERSION 4.7 CHANGES

Effective September 7, 2004

### Printing

While the print menu screen looks significantly different, it still contains the options and defaults that you have been using.



Unless you wish to select another output device, format, or utilize background processing, when this screen appears, just click on  to execute your print request. Please note that Background processing instructions have been updated to no longer require users to deselect the  **Delete after output** option. Maintenance of this field is now optional; an explanation of the Delete after output functionality has been provided.


### Sub-Object Default

Version 4.7 requires a **Sub Object** value anytime a Cost Center or Cost Center/Reporting Category value is present. Users, however, only need to enter **Sub Object** when there is a valid value to be recorded (e.g., AB, A1, 23). The remainder of the time, the system will default in a Sub Object value of “//”, if a value is necessary to pass system edits. Thus, there is no longer a requirement for users to enter a value of “//” on IT0027 when creating an employee’s Cost Distribution record.

### Pers Assgn Field

The **Pers Assgn** field (shown below) has replaced the ‘Contracts’ button. If the employee has no additional personnel assignments, the background of the box is gray. If the field’s background is yellow or white, the employee has more than one personnel number in ISIS HR. This new field is displayed on all personnel administration infotypes.

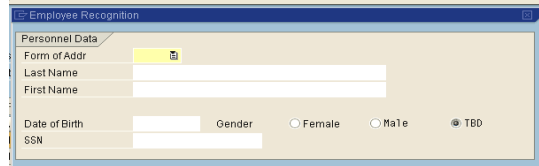
Personnel No.	174823	Pers.Assgn	00174823
Name	Time Test		

Click  to see other hire dates →

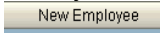
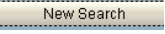
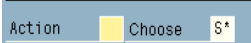
	00174823	00174786
Hire date	08/04/2004	08/02/2004

### **Employee Recognition Pop-up Box**

A new functionality, known as Employee Recognition, allows users to search by Social security number (SSN) prior to executing actions that assign a new personnel number in ISIS HR. The Employee Recognition pop-up box (shown below) is displayed when executing a Hire (P or NP) or (2)Transfer II-Losing P-NP action on the Personnel Actions screen (IT0000).

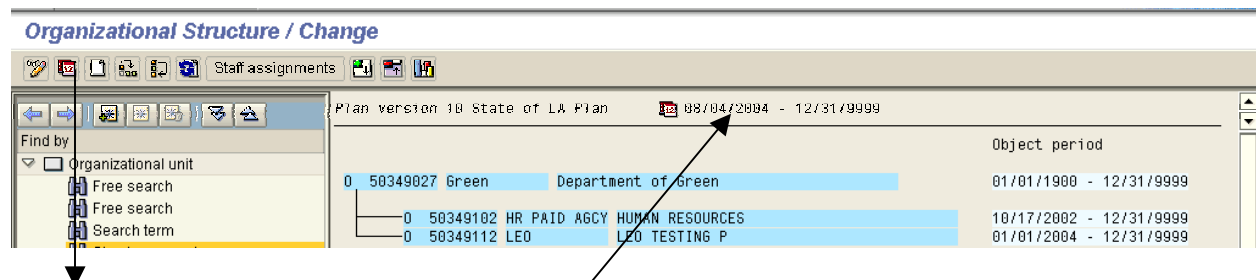
A screenshot of the 'Employee Recognition' pop-up box. It contains a 'Personnel Data' section with fields for 'Form of Addr', 'Last Name', 'First Name', 'Date of Birth', 'Gender' (with radio buttons for Female, Male, and TBD), and 'SSN'.

To utilize this functionality, users need only enter the employee's SSN and click enter. This initiates a search within ISIS HR.

- If the SSN value is NOT found, a query pop-up box appears with the message: *'No employee was found - Do you want to change the search criteria or hire a new employee?'*  
Select  if the SSN was entered correctly.  
Select  if you wish to reattempt the search.
- If the SSN is found, an Employees with Identical Data pop-up box appears with the message: *'Employees with the same data exist - Select the identical employee or choose 'New Employee' if you want to create a new employee'.*  
Double click on the employee's name. A New Work Relationship pop-up box appears.  
Select **'New Personnel Assignment for Employee'** and click enter.  
An Actions screen  is presented.  
In the **Choose** field, enter **S1** if performing a Hiring (P) dual employment; **S3** if performing a Hiring (NP) dual employment; or **Z2** if performing the (2)Transfer II-Losing P-NP action.

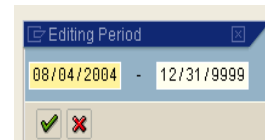
### **Organizational Management - 'Editing Period'**

Users can easily change the effective date for structure changes.

A screenshot of the 'Organizational Structure / Change' screen. It shows a tree view on the left with 'Organizational unit' expanded. The main area displays a table of organizational units with columns for 'Object period'. The current editing period is highlighted as '08/04/2004 - 12/31/9999'. An arrow points to this date range. The table lists units like '0\_ 50349027 Green Department of Green' and '0\_ 50349102 HR PAID AGCY HUMAN RESOURCES'.

**Editing Period** - Notice that the current editing period is 08/04/2004 – 12/31/9999.

To change these dates, click the **Editing Period** icon located on the left side of the tool bar to retrieve the Editing Period pop-up box. Enter the desired dates for the editing.

A screenshot of the 'Editing Period' pop-up box. It shows a date range '08/04/2004 - 12/31/9999' and two buttons: a green checkmark and a red X.

The structure will be presented for the new period of time.